

MICHIGAN DEPARTMENT OF CORRECTIONS <b>POLICY DIRECTIVE</b> SUBJECT STATE-ISSUED ITEMS AND CELL/ROOM FURNISHINGS FOR PRISONERS	EFFECTIVE DATE 06/06/2005	NUMBER 04.07.110
	SUPERSEDES 04.07.110 (07/02/01)	
	AUTHORITY 791.203; 791.204; 791.237	
	ACA STANDARDS 4-4134; 4-4335 through 4-4338; 4-4340	
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## POLICY STATEMENT:

Prisoners in Correctional Facilities Administration (CFA) institutions shall be provided state-issued items, including clothing, and cell/room furnishings to provide for their basic personal needs while incarcerated. If needed, CFA and Field Operations Administration (FOA) prisoners shall be provided other state-issued clothing upon parole, transfer to a corrections center or discharge.

## POLICY:

### GENERAL INFORMATION

- A. All state-issued items and cell/room furnishings shall be clean and in good repair, and shall be replaced at all facilities as needed due to normal wear and tear or loss, regardless of season or the length of time in the prisoner's possession.
- B. The CFA Deputy Director shall determine the official material for state-issued prisoner clothing. The clothing shall be issued to prisoners in the proper size and shall be reissued as necessary due to a change in clothing size. If a prisoner requests an item in an unusual size (e.g., extremely large; extremely small) and the item cannot be provided from Michigan State Industries within 30 calendar days of the request, the item shall be immediately ordered from another source. Clothing items shall be worn consistent with standards set forth in procedures issued by the CFA Deputy Director. Except for underwear and headgear issued pursuant to Paragraph I, clothing items may be reissued to other prisoners.
- C. Prisoners are responsible for having their washable state-issued items, including clothing, laundered. Each Warden shall develop a laundry schedule to ensure that regular laundering services are available to prisoners. The schedule for laundering of underpants shall be frequent enough to ensure that a prisoner has at least one pair of clean underpants each day. Laundry schedules shall be posted in all housing units in an area accessible to prisoners.
- D. Prisoners may not decline state-issued items issued pursuant to Paragraph I or J except if an alternate item is required to be issued for medical reasons, as documented by a currently valid Special Accommodation Notice (CHJ-244) issued pursuant to PD 04.06.160 "Medical Details and Special Accommodation Notices".
- E. A prisoner may submit a grievance regarding alleged violations of this policy which directly affect him/her in accordance with PD 03.02.130 "Prisoner/Parolee Grievances".

### STATE-ISSUED CELL/ROOM FURNISHINGS IN CFA INSTITUTIONS

- F. State-issued cell/room furnishings for prisoners in general population shall include the following, unless specifically exempted in writing by the CFA Deputy Director:
  1. One acrylic, stainless steel or polished aluminum mirror. This is not required in bays and dormitory-style housing if mirrors are provided in a community grooming area (e.g., washroom).

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2. Bulletin board – maximum 2' x 2'. Except for a reasonable selection of neatly arranged pictures which may be displayed on a desk or locker top or inside the locker, pictures and other displays may be hung only on a bulletin board within the prisoner's cell or room. Nude pictures, to the extent permitted in PD 05.03.118 "Prisoner Mail", shall not be displayed or hung anywhere in a cell or room, including on bulletin boards or inside lockers. This does not prevent a prisoner from keeping the nude pictures in an approved scrapbook or photo album provided the pictures are not openly displayed in the cell or room.
  3. Writing surface.
  4. Seating surface.
  5. Bed.
  6. Locker.
  7. Wastebasket.
  8. Prisoner Guidebook.
  9. Fan, in a double-bunked cell or room only unless otherwise approved by the CFA Deputy Director.
  10. Mattress, fire retardant with staph-chek covering.
  11. Pillow with staph-chek covering.
- G. Staff shall complete a Cell Inventory Checklist (CAJ-896) upon a prisoner's assignment to a cell or room, which shall reflect the condition of that cell/room and that all required furnishings have been provided. The form shall be signed by both the prisoner assigned and the staff person completing the form. Staff also shall complete the form for that cell/room when the prisoner is reassigned to another cell/room. Staff shall identify any items missing from or damage to the cell/room.
- H. Prisoners shall be held responsible for their willful loss of or willful damage to state-issued cell/room furnishings. If a prisoner does not agree to the removal of funds from his/her account to pay for the cost of the item, a hearing shall be conducted pursuant to Administrative Rule 791.3310 or 791.3315, as appropriate, to determine if the item was willfully lost or willfully damaged by the prisoner and, if so, whether restitution should be ordered. If restitution is ordered, the funds shall be removed from the prisoner's account in the manner set forth in PD 04.02.105 "Prisoner Funds".

#### CLOTHING AND OTHER STATE-ISSUED ITEMS IN CFA INSTITUTIONS

- I. All newly committed prisoners, prisoners returned from Community Residential Programs (CRP), prisoners returned as parole violators and prisoners returned from escape status shall be issued the following items at a reception facility and at other facilities at which intake processing occurs:
  1. Underwear, as set forth below:
    - a. Socks - five pairs
    - b. Brassieres - three (females only)
    - c. Undershirts - three (males only)
    - d. Underpants - nine

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- e. Thermal tops and bottoms - two pairs
- 2. Trousers/slacks - three
- 3. Shirts/blouses - three
- 4. Athletic shorts - two
- 5. Athletic shirts - two (females only)
- 6. Winter coat - one
- 7. Belt, if trousers/slacks do not have elasticized waist - one
- 8. Black oxfords - one pair
- 9. Pajamas - two pairs
- 10. Robe - one (females only)
- 11. Gloves - one pair
- 12. Knit cap - one
- 13. Summer cap - one
- 14. The following linens:
  - a. Blanket(s)
  - b. Sheets – two sets
  - c. Pillow cases – two
  - d. Towels – three
  - e. Washcloths – three
- 15. Laundry bags – one white and one blue
- 16. Duffel bag – one
- J. Prisoners transferred from a reception facility or any other CFA facility to security Level IV or V shall be issued one pair of athletic shoes by the receiving facility.
- K. State-issued undershirts, athletic shirts, coats, trousers, slacks, shirts, blouses and laundry bags shall be conspicuously marked with the identification number of the prisoner to whom it is issued. The items shall be marked consistent with standards set forth in procedures issued by the CFA Deputy Director.
- L. Prisoners in temporary, punitive or administrative segregation shall be permitted to retain in their cell only the following state-issued items; all other state-issued items shall be stored for the prisoner while in segregation:
  - 1. Underwear issued pursuant to Paragraph I.
  - 2. Athletic shorts.

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3. Athletic shirts (females only).
  4. Pajamas.
  5. Trousers/slacks and shirts/blouses. However, jumpsuits may be issued in lieu of these items with approval of the Warden.
  6. Soft-soled shoes.
  7. Wardens may prohibit prisoners from possessing state-issued coats, gloves and caps in their cell; however, if prohibited, prisoners shall be provided access to these items as needed for outdoor activity and transportation.
  8. Wardens may prohibit prisoners from possessing laundry bags in their cell; however, if prohibited, prisoners shall be provided access to laundry bags as needed for laundry.
  9. Linens, as set forth in PD 04.05.120 "Segregation Standards".
- M. Prisoners assigned to work in the camps, on farms, in Michigan State Industries, or on public work assignments shall be issued one of the following as needed due to the nature of the work: 6" work boots, 6" safety boots, or 10" safety boots.
- N. If requested, winter work coats, boots, gloves and headgear with earmuffs shall be issued to prisoners working outdoors in cold weather; additional winter clothing may be issued with approval of the Warden or designee. Rain gear shall be issued to prisoners working outdoors when it is raining. Special assignment clothing (e.g., uniforms, overshoes) shall be issued as needed due to the nature of the work.
- O. Staff shall complete a Prisoner Declaration of Received Clothing & Linen Issue form (CAJ-355) at the time of issue, including identifying whether each item issued is new or used. The form shall be signed by both the prisoner receiving the items and the staff person completing the form. A copy of the completed form shall be retained in the prisoner's Counselor file.
- P. Prisoner Request for State Issue Clothing forms (CAJ-251) shall be available in housing units and from the quartermaster for use by prisoners to request the replacement of items issued pursuant to this section. Institutions shall not develop forms to be used in lieu of this form; however, a request from a prisoner for the replacement of state-issued clothing and linens shall be processed even if the standardized form is not used.
- Q. Prisoners shall be held responsible for their willful loss of or willful damage to clothing and other items issued pursuant to this section. An item shall not be considered to be willfully lost by the prisoner solely due to the mere absence of the item, unless the prisoner admits responsibility in writing. Items found to be missing when a prisoner's property is packed outside of the prisoner's presence or when the seal on transferred property is broken outside of the prisoner's presence also shall not be considered to be willfully lost by the prisoner, unless the prisoner admits responsibility in writing. Prisoners shall be required to pay restitution for items they willfully lost or willfully damaged at 70% of the item's average replacement cost if it was issued new to the prisoner or at 30% of the item's average replacement cost if it was issued used to the prisoner. The average replacement cost of each item shall be determined by the CFA Deputy Director and included on the Prisoner Declaration of Receiving Clothing & Linen Issue form (CAJ-355).
- R. Except if the prisoner agrees in writing to the removal of funds from his/her account to pay the cost of an item s/he willfully lost or willfully damaged, a hearing shall be conducted pursuant to Administrative Rule 791.3310 or 791.3315, as appropriate, to determine if the item was willfully lost or willfully damaged by the prisoner and, if so, whether restitution should be ordered. If restitution is ordered, the funds shall be removed from the prisoner's account in the manner set forth in PD 04.02.105 "Prisoner

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Funds".

- S. All state-issued items identified in Paragraph I, except for linens and items being laundered, shall transfer with the prisoner when transferring between CFA facilities. Athletic shoes issued pursuant to Paragraph J shall transfer with a prisoner only if the prisoner is transferring to security Level IV or V. Whenever a prisoner transfers, a Prisoner Receipt for State-Issue Items – On Transfer form (CSJ-254) shall be completed at the sending facility. The form shall be signed by the packing officer and, if available, the prisoner. The form also shall be signed at the receiving facility by both staff and the prisoner.
- T. State-issued items being laundered which are not transferred with a prisoner shall be transferred as soon as possible after laundering to the receiving CFA facility to ensure receipt within ten business days after the prisoner's transfer to that facility. The prisoner shall be provided upon request with replacement state-issue until the laundered items are received or permanently replaced. Temporary items issued pursuant to this paragraph may be reissued to other prisoners and do not need to be marked with the receiving prisoner's number, unless otherwise determined by the CFA Deputy Director and set forth in Department procedure.
- U. Except for underwear and headgear issued pursuant to Paragraph I, all state-issued items shall be turned in when a prisoner is paroled, transferred to CRP or discharged.

#### DRESS-OUT CLOTHING

- V. If requested, a prisoner who is paroled, transferred to CRP, or discharged shall be issued the following dress-out clothing, as appropriate, if s/he does not have personal clothing to wear:
  - 1. A jacket or coat suitable for the season.
  - 2. One pair trousers or slacks.
  - 3. One shirt or blouse.
  - 4. One pair dress oxfords.
  - 5. One pair of underpants and, for female prisoners, one brassiere, except that CFA prisoners instead shall be permitted to keep underpants and brassieres issued pursuant to Paragraph I.
  - 6. One pair of socks, except that CFA prisoners instead shall be permitted to keep socks issued pursuant to Paragraph I.
- W. With prior approval of the Warden or designee, personal clothing may be received from a family member or other member of the public for a prisoner to wear upon release provided the clothing is received and searched by staff; staff shall not give the clothing to the prisoner until s/he is being processed for release.
- X. If requested, a prisoner who is being paroled or transferred to CRP who has a verified job waiting in the community shall be issued two additional shirts or blouses, two additional pairs of work trousers or slacks, and either a pair of work oxfords or 6" work boots in lieu of regular dress-out shoes.
- Y. Clothing items issued pursuant to Paragraphs I, J, L and M shall not be issued as dress-out clothing.

#### CLOTHING FOR COURT APPEARANCES

- Z. Prisoners shall be issued civilian clothing to wear for court appearances as set forth in PD 04.04.135 "Custodial Transportation of Offenders".

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### OPERATING PROCEDURES

- AA. Wardens and the CFA and FOA Deputy Directors shall ensure that procedures are developed as necessary to implement requirements set forth in this policy directive; this shall be completed within 60 calendar days after the effective date of the policy directive. This requirement includes ensuring that their existing procedures are revised or rescinded, as appropriate, if inconsistent with policy requirements or no longer needed. Facility procedures shall not conflict with procedures issued by the Director or Deputy Director.

### AUDIT ELEMENTS

- BB. A Primary Audit Elements List shall be developed and provided to Wardens and FOA Regional Administrators to assist with self audit of this policy, pursuant to PD 01.05.100 "Self Audit of Policies and Procedures".

PLC:OPH:05/03/05